

**REQUEST FOR PROPOSAL  
WEBSITE DESIGN AND DEVELOPMENT  
FOR THE VILLAGE OF SLEEPY HOLLOW**

DATE OF ISSUE: May 10, 2013

The Village of Sleepy Hollow requests the submission of proposals from qualified companies wishing to be retained to design and provide a website for the Village of Sleepy Hollow for a term of one year beginning June 1, 2013.

The website provider whose proposal is determined to be the most beneficial to the Village in accordance with the specific criteria outlined below shall be awarded a contract to provide such website services.

**In order to assure most favorable consideration by the Sleepy Hollow Village Board, proposals shall contain all of the following:**

1. Examples of websites designed and maintained by the proposer.
2. The initial start-up and design cost and the annual maintenance cost.
3. A minimum of two (2) letters of recommendation from an entity for whom the website provider has worked, upon request.

**The following design elements and capabilities will be required for the Sleepy Hollow website:**

1. Development of a new website design, format and layout.
2. Incorporation of new graphics and photos to produce an overall pleasing visual appeal with a professional and clean overall theme and layout. The initial design to be approved by the Village of Sleepy Hollow prior to the full site content being created.
3. Site must be user friendly and streamlined for ease of access.
4. Capable of incorporating flash animation.
5. Capable of incorporating video/picture streaming.
6. Simple non-complex system with user friendly navigation bars and menus that can be updated by Village of Sleepy Hollow Staff.
7. Strong website security features.
8. Ability to archive minutes, village code and any other E-documents.

9. Ability to store forms that can be downloaded.

10. Ability to allow users to submit their contact info to create a database and be sent electronic correspondence.

Village of Sleepy Hollow  
28 Beekman Avenue  
Sleepy Hollow, NY 10591

Attention: Paula McCarthy, Village Clerk

Deadline for submission of proposals: **May 24, 2013 at 3:00 pm**

The Village of Sleepy Hollow retains the right to reject any and all proposals or to award a contract to the website provider whose proposal is deemed to be most advantageous to the Village.

The Village of Sleepy Hollow reserves its right after all proposals are received and opened, but prior to completing the evaluation of proposals, to request interviews with or presentations from vendors of its choice. Upon completion of the evaluation process, proposers will be notified of the committee's decision in this matter within fourteen(14) days of the deadline set for receipt of proposals.

Village of Sleepy Hollow

By: \_\_\_\_\_

Paula McCarthy

Village Clerk

Dated: May 10, 2013

